

Fleet Maintenance Supervisor



Job Code: 4381
Grade: 129
Reports to: Public Works Operations Director
Salary Range: \$51,350 - \$78,767
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult technical and intermediate administrative work supervising the servicing, maintenance, and repair of automotive equipment at the City's equipment repair shop, and skilled mechanical work in the repair and maintenance of equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for supervising the repair, maintenance, and refurbishment of general and special purpose automotive, power-driven equipment, including light trucks, tractors, bulldozers, graders, construction equipment, solid waste units, and all other related equipment. The employee evaluates performance of subordinates and completes performance appraisals and must work closely with personnel in user departments. Work is performed under the general supervision of the Public Works Operations Director. Supervision is exercised over repair shop personnel.

ESSENTIAL FUNCTIONS

Overseeing and participating in the inspection, maintenance, and repair of automobiles, trucks, and equipment; maintaining parts inventory; determining maintenance and repair needs; maintaining records and files; preparing reports.

EXAMPLES OF WORK

- Plans, schedules, supervises, and participates in the work of mechanics engaged in the repair and maintenance of the City's automotive equipment and parts and supplies inventory.
- Diagnoses problems, writes repair orders, and supervises and inspects the repair, overhaul, and maintenance of automotive equipment; provides technical advice to mechanics.
- Helps evaluate municipal fleet requirements; recommends purchase of new automotive equipment and of shop equipment and supplies.
- Writes work orders and keeps records of work in garage; schedules maintenance times for departments.
- Identifies, locates, and procures vehicle and equipment parts.
- Ensures work in garage is performed in a safe fashion.
- Prepares State inspection inventory report and orders inspection supplies.
- Trains service staff; evaluates work performance of employees.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the principles and practices of automotive repair shop management; thorough knowledge of the characteristics and maintenance needs of a wide variety of automotive and mechanical equipment; thorough knowledge of the hazards and safety precautions of automotive maintenance shop operations; thorough knowledge of the principles of operation of gasoline and diesel engines and/or of their repair and maintenance characteristics; ability to plan and supervise the work of automotive mechanics; ability to establish and maintain effective working relationships with government officials, subordinates, and associates.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by five (5) to seven (7) years of progressively knowledgeable and skilled experience in the repair and/or maintenance of automotive and heavy duty equipment; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires balancing, stooping, kneeling, crouching, reaching, standing, fingering, grasping, and feeling.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communication and/or to make fine distinctions in sound.
- Visual acuity is required for depth perception, color perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS

- Possession of an appropriate commercial driver's license valid in the State of Maryland.
- Two (2) or more Automotive Service Excellence (ASE) or equivalent certifications. Master ASE Technician preferred.
- Training in refrigerant handling and recovery in accordance with established environmental standards.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
